

Attendance

Policy Scope

This policy is for the management of ACC Southlands Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

Policy

Students are expected to attend normal school hours every day of each term. In the event that a student is not in attendance, the college requires parents or guardians to provide an explanation for their child's absence from school.

The college maintains an electronic enrolment register and attendance records in accordance with the attendance dataset.

The Enrolment Register

1. The enrolment register is located at <http://southlands.quickschools.com>
2. The college will maintain an enrolment register with the following information:
 - a. The name, age and address of students
 - b. The name and contact telephone number of parents and/or guardians
 - c. The date of enrolment and, where appropriate, the date of leaving the school and the student's destination
 - d. For students older than six years – the previous school or pre-enrolment situation
3. The enrolment register is to be kept in electronic format for a minimum of five years after the student leaves the college.
4. The enrolment register will be backed up offsite.

Attendance Dataset

The attendance database is to include the following:

1. Daily attendance
2. Absences
3. Reason for Absence
4. Documentation to substantiate the reason for absence

Attendance

1. The classroom teacher will use their electronic roll to mark attendance at the beginning of the school day and after lunch.
2. Students who are not present during the marking of attendance are to be recorded as absent in Quickschools. Relief teachers will have a physical list which is to be referred to the school administrator in the school office.
3. Students who arrive after the beginning of the school day are to report to the school office prior to going to class where the school administrator will change their status from absent to late.
4. When a student is marked absent from school, the school administrator is to check if the school has been notified of the student's absence in writing by the parent or guardian. This check is to occur on the same day that the student has been marked as absent.
 - a. If the parent or guardian has provided a written explanation, the school administrator will put a copy of the explanation into the student file and mark the absence record on the electronic database as absent with explanation.
 - b. If the parent or guardian has not provided a written explanation, the school administrator will leave the absence record as absent.
 - c. A SMS notification will be sent to parents asking for reasons for non attendance.
 - d. SMS notification will be recorded in the Parent Messaging Module.
5. The school administrator is to follow up each absence by sending a written note requesting an explanation from the parent or guardian within a three-week timeframe.

Attendance for Distance Education Students

1. Enrolment Officer (EO) checks the Attendance for the Distance Education group of students, daily.
2. After 1 day of non-attendance, EO sends SMS notification to parents asking for incomplete records to be updated.
3. SMS notification is recorded in the Parent Messaging Module.
4. After 2 days of non-attendance, EO sends e-mail notification to parents asking for incomplete records to be updated.
5. E-mail notification is recorded in the Parent Messaging Module.
6. After 3 days of non-attendance, EO sends SMS and email notification to parents asking
7. for incomplete records to be updated.
8. SMS & E-mail request recorded in Parent Messaging Module.
9. After 4 days of non-attendance, EO sends SMS, e-mail and calls the parents to ask for the reason for non-attendance.
10. SMS & E-mail referring to phone call recorded in Parent Messaging Module.
11. After 5 days of non-attendance the DE Coordinator is notified for follow-up.
12. A weekly report is prepared reflecting communication between school and parents regarding missed days of attendance.
13. A monthly summary screenshot is taken of the month's attendance record, on the first school day after month end.

Students leaving school during school hours

1. Parents or guardians are to notify the school office if their student is leaving school during school hours.
2. The school administrator will inform the classroom teacher if a student is going to leave school during school hours.
3. The classroom teacher will send the student to the school office at the time of departure.

Monitoring of Regular Non-Attendance

1. The college may observe trends in student attendance which identify regular non-attendance at the college.
2. The Principal or their delegate will notify the parent or guardian and request an explanation of the regular non-attendance.
3. If the non-attendance is not resolved, the Principal or their delegate will write to the parent/guardian requesting an immediate resolution.
4. Failing resolution, the college will unenroll the student.

Archiving of Student Attendance Records

1. The register of enrolments is to be retained for five years after the student leaves the college.
2. The register of daily attendance is to be retained for seven years after the student leaves the college.
3. The online database will be backed up offsite.

The Removal of a Student from the Attendance Records

1. Section 21 of the School Education Act 1999 gives the principal authority to remove a student's name from the school's attendance records when there are reasonable grounds to believe that the student is enrolled in another school, enrolled in homeschooling, is no longer resident in the state or has been granted an exemption under section 11.
2. When a student leaves a school, a transfer note is not received and their whereabouts are unknown, the student is considered to be 'missing'.
3. Under the Student Tracking System (STS), a cross-sectoral initiative involving public and private schools, 'missing' students must be reported to the Department of Education (DoE) Attendance Officer in the Regional Office who will advise whether or not the student needs to be referred to the STS Officer in DoE.
4. The STS Officer will authorise the removal of the student's name from the school's attendance records and recording on the Enrolment Register that the enrolment has ceased.

Policy Review

On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

Policy Version

4.0